



12/15/24

Dear Kalamazoo/Battle Creek International Airport Community,

Effective January 1, 2025, Vector Airport Systems (“Vector”) assumed the billing and collection of landing fees on behalf of Kalamazoo/Battle Creek International Airport (“KAZO”).

“Landing fees” is a commonly used term that refers to aircraft operating fees. **Landing fees for KAZO are currently charged using the time of arrival.**

Vector will assess and bill fees in accordance with the Airport’s established Landing Fee schedule located in the Rates and Charges Document located at: <https://flyazo.com/about-the-airport/documents-plans-projects-reports/fundamental-documents/> Please note that landing fees are calculated using the aircraft’s FAA-certified MLW.

Vector transmits a monthly invoice to an aircraft’s registered owner or management company after the conclusion of each month. Vector offers a self-service web portal for convenient online bill payments and account management at <https://payment.planepass.com>

Vector’s self-service web portal* allows operators to:

- 1) Make credit card payments
- 2) Update account information including email and postal mail addresses
- 3) View Authorization to Bill letters and W9
- 4) Enroll in electronic invoicing
- 5) View account history
- 6) View and download invoices to .csv files for use in MS Excel

**The portal login is based on your Vector invoice number and Vector operator ID.*

For billing questions or concerns, please contact Vector’s PLANEPASS® billing service team at billing@vector-us.com or (888) 588-0028 Opt. 01 or Ext. 700.

- *Vector’s office hours are M-F, 9am ET – 5pm ET with most US federal holidays observed as well as the Friday after US Thanksgiving and Christmas Eve.*

The Airport’s Administration Office staff may also be reached azofinance@kalcounty.com As noted above, Kalamazoo/Battle Creek International Airport’s website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

A handwritten signature in black ink that reads "Blair".

Blair Brindley
Deputy Director, Finance & Administration
Kalamazoo | Battle Creek International Airport
Ph: (269) 366-3001 bdbrin@kalcounty.com

Authorization to Bill Letter_KAZO